

## AUDIO VIDEO TECHNICIAN

### NATURE OF WORK

This is technical work installing, maintaining and repairing equipment associated with in-car video cameras and audio video equipment for classrooms, and for video editing and the production of video tapes.

Work involves responsibility for installing, testing, calibrating, repairing and operating electronic equipment; ordering and maintaining a supply of spare parts needed for the repair of defective equipment; recording, tracking and resolving production problems encountered during the development of video tapes. Supervision is received from an administrative superior with work being reviewed in the form of reports, performance of equipment and the review of produced videotapes.

### EXAMPLES OF WORK PERFORMED

Installs, operates, repairs and maintains electronic production equipment, video equipment and audio/visual equipment.

Assists presenters in setting up necessary electronic equipment for training and lectures; demonstrates usage of electronic audio/visual equipment.

Operates and maintains the production center and associated equipment to produce videotapes and radio and television productions; writes or arranges for and edits scripts to produce videotapes, films and other presentations.

Evaluates and interprets user needs, researches source material, and consults with subject matter experts to develop training aides, public service announcements and promotional and informational productions.

Coordinates all aspects of video productions to meet the user's needs; edits and assembles productions including graphics, titles, sound effects, music and narration to produce a finished product.

Assists in training users and in assembling and providing demonstrations on use of equipment.

Performs periodic tests on equipment to insure equipment reliability and performance; completes associated reports and records; inventories and orders spare and replacement parts; ships out equipment in need of repair and checks out equipment upon return to ensure it is operating appropriately.

Receives and records inquiries, problems and special requests from users; investigates problems to insure they are satisfactorily resolved; and confers with appropriate parties and informs them of the status of problems until resolution.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the practices, standards and methods used in testing, trouble-shooting, installing, operating, maintaining and repairing equipment associated with in-car video cameras, audio/video equipment for classrooms, and video editing and production of video tapes.

Knowledge of electrical codes.

Knowledge of video production.

Ability to determine the necessary procedures and parts required to complete repairs.

Ability to use technical manuals and testing equipment to diagnose defects in electronic equipment and video production equipment.

Ability to communicate effectively both orally and in writing.

Ability to work in small confined spaces.

Ability to establish and maintain effective working relationships with equipment users and co-workers.

Ability to manage multiple responsibilities concurrently.

Skill in the use of tools and equipment utilized in the repair and maintenance of electronic equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training with a degree in electronics or related field and experience working with audio video equipment.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training in electronics or related field and some experience working with audio video equipment; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head Personnel Director